

Mission

As chief executive officer of county government, the County Executive serves the citizens of Waukesha County by protecting and promoting their welfare, safety, health, and quality of life. The County Executive is responsible for managing administrative functions of county government, which are not vested in other elected officials. In partnership with the County Board of Supervisors and boards and commissions, county government policy is established. In addition, the County Executive is also responsible for overseeing the activities of the Community Development programs.

| Financial Summary | 2004 | 2005 Adopted | 2005 Estimate (a) | 2006 Budget | Change From 2005 Adopted Budget | |
|-------------------------------|------------------|------------------|----------------------|------------------|------------------------------------|-------------|
| | Actual | Budget | | | \$ | % |
| Personnel Costs | \$405,897 | \$425,322 | \$422,780 | \$448,166 | \$22,844 | 5.4% |
| Operating Expenses | \$34,058 | \$63,963 | \$53,935 | \$52,966 | (\$10,997) | -17.2% |
| Interdept. Charges | \$32,352 | \$29,069 | \$27,276 | \$29,080 | \$11 | 0.0% |
| Fixed Assets | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Total Expenditures | \$472,307 | \$518,354 | \$503,991 | \$530,212 | \$11,858 | 2.3% |
| General Government | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Fine/Licenses | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Charges for Services | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Interdepartmental | \$0 | \$0 | \$0 | \$0 | \$0 | N/A |
| Other Revenue (a) | \$9,864 | \$10,500 | \$12,500 | \$10,500 | \$0 | 0.0% |
| Appr. Fund Balance (b) | \$0 | \$0 | \$2,945 | \$0 | \$0 | N/A |
| Total Revenues | \$9,864 | \$10,500 | \$15,445 | \$10,500 | \$0 | 0.0% |
| Tax Levy | \$496,114 | \$507,854 | \$507,854 | \$519,712 | \$11,858 | 2.3% |
| Exp. (Over) Under Rev. & Levy | \$33,671 | - | \$19,308 | - | - | - |
| Position Summary (FTE) | | | | | | |
| Regular Positions | 4.50 | 4.50 | 4.50 | 4.50 | 0.00 | |
| Extra Help | 0.00 | 0.04 | 0.04 | 0.00 | (0.04) | |
| Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Total | 4.50 | 4.54 | 4.54 | 4.50 | (0.04) | |

(a) The revenue primarily relates to the County Executive award luncheon. The 2005 Estimate includes a one time \$2,000 donation related to the German Sister County visit which was approved with enrolled ordinance #160-0-022. The offsetting expenditures are included in operating expenses.

(b) Appropriated fund balance for the 2005 estimate includes an approved carry over from the 2004 budget to 2005 to be used for a Web Content consultant.

Departmental Strategic Objectives**Manage Resources with Fiscal Prudence**

1. Work with the Waukesha County legislative delegation to eliminate, alter and/or fully fund state mandated programs and any spending limit proposals that would have a negative impact on Waukesha County. (4th Qtr 2006)
2. Provide a leadership role to encourage cooperation and consolidation among Waukesha County departments, municipalities and school districts. (4th Qtr 2006)
3. Continually seek cost-effective measures for business operations by analyzing existing expenses and researching other methods to improve efficiencies. (4th Qtr 2006)

Provide Comprehensive Customer Service

1. Work with the Sheriff's Department in the development of Jail tour standards per the transition to the new facility. (1st Qtr 2006)
2. Enhance web development processes to improve how the public accesses information about County government on the Internet. (4th Qtr 2006)
3. Diligently respond to constituent inquiries and maintain a database to track comments and complaints that are phoned, mailed, e-mailed, and sent to the County's website or to the County Executive's office. (4th Qtr 2006)

Innovate and Seek Continuous Quality Improvement

1. Assist County departments in the development of their 2006-2008 strategic plan goals. (2nd Qtr 2006)
2. Promote various County department, civic group operations and success stories to the media. (4th Qtr 2006)
3. Research and review final design for new courts building. (2nd Qtr 2006)

Retain and Develop a High Quality Workforce

1. Continue to develop and maintain a highly qualified staff by increasing opportunities to attend training and educational seminars. (4th Qtr 2006)
2. Foster an innovative workplace environment that encourages creative solutions to County government's everyday challenges. (4th Qtr 2006)
3. Work with the Human Resources Division to enhance existing quality programs and initiatives. (4th Qtr 2006)

Major Departmental Strategic Achievements from 7/01/04 to 6/30/05

1. Succeeded in obtaining a Joint Committee on Finance budget amendment that would study and transfer financial responsibilities for UW-Waukesha from Waukesha County to the State of Wisconsin (Governor Doyle subsequently vetoed the budget provision).
2. Planned and coordinated numerous events such as Martin Luther King Jr. Day Celebration, Retzer Environmental Learning Center & Charles Z. Horwitz Planetarium Grand Opening, German Sister County visit, Jail Opening (fall 2005) and the County Executive awards (fall 2005).
3. Worked with the Waukesha County Cooperation Council (WCCC) to form a committee that developed and evaluated a Request for Proposal (RFP) for a countywide library study that will investigate consolidation possibilities.
4. Refined system for maintaining email records in an effort to comply with open records requests.
5. Lobbied Waukesha County's legislative delegation in an effort to reduce, eliminate and/or fully fund state mandated programs.
6. Initiated a comprehensive web development pilot program that identified cross-departmental needs and solutions to better serve the public.
7. Coordinated meetings with departmental representatives that assist with campus tours to determine the age appropriateness of specific tours so that students in fourth grade and above were offered more expanded opportunities to learn about County government.
8. Increased communication with teachers, students and chaperones that participated in tours by accompanying them to each department and/or tour site, which enhanced learning opportunities and ensured that tours were done in a timely, efficient manner.
9. Collaborated with the Waukesha School District to relocate the Charles Z. Horwitz Planetarium to the Retzer Nature Center, which expanded and enhanced the delivery of science programming that each facility offered independently.

County Administration/Customer/Community Services

Program Description

The County Executive is responsible for the preparation of an executive budget, strategic plans, and for coordination of efficient executive office administrative and clerical support. The County Executive also has responsibility for directing the Community Development functions. County Executive reviews non-represented performance pay recommendations for fairness, consistency, and meeting County evaluation requirements. The County Executive also provides for public relations between County Government and other entities including other governments, commercial, industrial, non-profit concerns and County citizens.

| | 2004 Actual | 2005 Budget | 2005 Estimate (a) | 2006 Budget | Budget Change |
|---------------------------|------------------|------------------|----------------------|------------------|------------------|
| Staffing (FTE) | 4.50 | 4.54 | 4.54 | 4.50 | (0.04) |
| Personnel Costs | \$378,450 | \$394,516 | \$391,974 | \$417,244 | \$22,728 |
| Operating Expenses | \$25,074 | \$55,356 | \$45,328 | \$44,541 | (\$10,815) |
| Interdept. Charges | \$32,334 | \$29,069 | \$27,276 | \$29,080 | \$11 |
| Fixed Assets | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures | \$435,858 | \$478,941 | \$464,578 | \$490,865 | \$11,924 |
| Interdepartmental | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other Revenue (a) | \$9,864 | \$10,500 | \$12,500 | \$10,500 | \$0 |
| Appr. Fund Balance (b) | \$0 | \$0 | \$2,945 | \$0 | \$0 |
| Total Revenues | \$9,864 | \$10,500 | \$15,445 | \$10,500 | \$0 |
| Tax Levy | \$457,354 | \$468,441 | \$468,441 | \$480,365 | \$11,924 |

| | | | | | |
|-------------------------------|----------|---|----------|---|---|
| Exp. (Over) Under Rev. & Levy | \$31,360 | - | \$19,308 | - | - |
|-------------------------------|----------|---|----------|---|---|

(a) The revenue primarily relates to the County Executive award luncheon. The 2005 Estimate includes a one time \$2,000 donation related to the German Sister County visit which was approved with enrolled ordinance #160-0-022. The offsetting expenditures are included in operating expenses.

(b) Appropriated fund balance for the 2005 estimate includes an approved carry over from the 2004 budget to 2005 to be used for a Web Content consultant.

Program Highlights



Personnel costs for the 2006 budget increase primarily due to costs to continue existing staff. Also, 80 hours budgeted for temporary extra help was eliminated.

Operating expenses are reduced by \$10,815 primarily due to a \$10,000 reduction in contracted services.

Performance Measure Description

The bond ratings result from the County's financial management policies. The highest ratings are Aaa for Moody and AAA for Fitch. The County's goal is to maintain the Aaa and the AAA bond ratings.



Performance Measures

| | 2004 Actual | 2005 Budget | 2005 Estimate | 2006 Budget | Budget Change |
|-----------------------------------|----------------|----------------|------------------|----------------|------------------|
| Maintain Moody's Aaa Bond Rating* | Aaa | Aaa | Aaa | Aaa | N/A |
| Maintain Fitch AAA Bond Rating | AAA | AAA | AAA | AAA | N/A |

* Waukesha County is one of fewer than 50 counties (nationally) to achieve the Aaa outstanding rating.

Standard: These ratings are based on strong financial management, growth in a diversified tax base, well managed financial flexibility, favorable debt structure and above average social economic factors.

County Administration/Customer/Community Services (Cont.)

Performance Measure Description

The department's goal is to respond to all constituent questions within 48 hours.

**Performance Measures**

| | 2004 Actual | 2005 Budget | 2005 Estimate | 2006 Budget | Budget Change |
|--|----------------|----------------|------------------|----------------|------------------|
| Constituent questions responded to within a 48 hour period. Dept Goal is 100%. | 100% | 100% | 100% | 100% | 0% |

**Activity**

| | 2004 Actual | 2005 Budget | 2005 Estimate | 2006 Budget | Budget Change |
|--|----------------|----------------|------------------|----------------|------------------|
| Dept. Heads Reporting to County Exec. (a) | 9 | 10 | 10 | 10 | 0 |
| County Staff Eligible for Performance Pay Plan | 320 | 323 | 323 | 327 | 4 |

(a) Effective July 1, 2005, the new department of Emergency Preparedness Department Head position was created.

Advisory Boards

Program Description

The County Executive has the authority to appoint department heads and all members of boards and commissions. The Boards and Commissions advise the County Executive and departments on policy issues.

| | 2004 Actual | 2005 Budget | 2005 Estimate | 2006 Budget | Budget Change |
|-------------------------------|-----------------|-----------------|------------------|-----------------|------------------|
| Staffing (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Personnel Costs | \$27,447 | \$30,806 | \$30,806 | \$30,922 | \$116 |
| Operating Expenses | \$8,984 | \$8,607 | \$8,607 | \$8,425 | (\$182) |
| Interdept. Charges | \$18 | \$0 | \$0 | \$0 | \$0 |
| Fixed Assets | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Expenditures: | \$36,449 | \$39,413 | \$39,413 | \$39,347 | (\$66) |
| Other Revenue | \$0 | \$0 | \$0 | \$0 | \$0 |
| Appr. Fund Balance | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenues: | \$0 | \$0 | \$0 | \$0 | \$0 |
| Tax Levy | \$38,760 | \$39,413 | \$39,413 | \$39,347 | (\$66) |
| Exp. (Over) Under Rev. & Levy | \$2,311 | - | - | - | - |

**Program Highlights**

The advisory Boards and commissions 2006 budget is expected to remain relatively stable with a slight decrease in operating expenses which is offset by an increase in per diem personnel costs.

Advisory Boards (Cont.)

**Activity**

Provided below is a summary of the boards and commissions staffing and meeting frequency. In 2004, two citizens were added as alternates in the Park and Planning Commission. Also, the Solid Waste Management Board was eliminated in 2004.

| | Boards & Commissions | | Avg. Meetings Per Month |
|---|-----------------------------|-----------------|----------------------------|
| | Members <u>Co. Board</u> | <u>Citizens</u> | |
| Health & Human Services Board | 5 | 4 | 1.4 |
| Park & Planning Commission | 3 | 6 | 2.0 |
| Commission on Aging | 3 | 9 | 1.0 |
| CDBG Board | 2 | 9 | 1.0 |
| Federated Library Board | 2 | 5 | 1.0 |
| Housing Authority | 2 | 3 | 1.0 |
| Wisconsin River Rail Transit Commission | 2 | 1 | 0.25 |
| Airport Commission | 1 | 4 | 1.0 |
| Southeastern Wi. Regional Planning Com | 1 | 0 | As needed |
| Lake Management Districts | 1 | 0 | As needed |
| Trustees to Library Boards | 0 | 15 | As needed |
| Board of Adjustment | 0 | 5 | 2.0 |
| Ethics Board | 0 | 4 | As needed |
| Traffic Safety Commission | 0 | 1 | 1.0 |

Also, the Sheriff Civil Service Commission is included in the DOA - Human Resource Budget. The Veteran Service Commission is included in the Veteran Services Budget. Also, an employee is appointed to the Future Parkland Standing Committee, Superior Emerald Park Standing Committee and Waste Management's Metro Landfill Monitoring Committee.